



Folder Management Best Practices April 2014

Following these folder management best practices ensures that folders are created correctly, and that the information in the shared folders is organized, useful, accessible to those who have permissions, and appropriately stored.

Important!

Do **NOT** store sensitive information in HQ Shared share folders. These folders are accessible to everyone. Therefore, anyone can view, move, add, or delete information stored there.

If you discover that your information has been moved or deleted, contact the Enterprise Service Desk (ESD): Submit a ticket online at esd.nasa.gov, or call 358-HELP (4357) or 1-866-4NASAHQ (462-7247).

Request New Folder

If you need a new folder, do NOT create the folder yourself; instead, submit a NAMS request (Refer to the [Shared and Group Folders Request](#) document for steps).

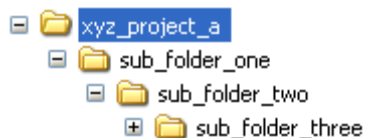
- Be sure to include proper permissions—those people who should have access to the folder.
- Follow correct [folder naming conventions](#).

Although you should not create the folder yourself, sub-folder creation does not require any special permission.

Folder Naming Conventions

When considering a name for a new folder, try to adhere to the following naming conventions:

- The name of that folder should be based on the organization name and the function. For example, if someone from organization XYZ wants to create a folder for Project A, the name of the folder should be xyz_project_a.
- Use underscores instead of spaces: _
- Try to limit the name of the folder to 16 characters (including underscores). The recommended total character limit is 256. This number includes not just the number of characters in the folder, but also all the sub-folders. For example, in the nested folder structure below, the character count is 57.



All sub-folders created beyond the character limit of 256 run the risk of not being backed up.

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Modify Folder Access

To modify a folder to add or remove names for access to that folder, submit a NAMS request.

User Moves to New Organization

Users moving from one organization to another may request to have their folders copied or moved to the folder for the new organization. This is a NAMS request requiring POC approval.

User Leaving NASA

If a user will be leaving NASA, they, or their POC, can request to have the information on their personal folder copied to a permanent media such as a DVD or CD. This is a NAMS request requiring POC approval.

Folders No Longer in Use

Good folder management includes periodically deleting old files that are no longer in use. Deleting these files is a cost saver for the Agency because it reduces the amount of data that must be backed up each night on expensive tapes.

Use Caution When Accessing Folders

Always use caution when using the computer mouse to manipulate folders. Whether you are accessing folders or creating sub-folders, it is easy to inadvertently move or delete an entire tree of folders.

For assistance, contact the Enterprise Service Desk (ESD): Submit a ticket online at esd.nasa.gov, or call 358-HELP (4357) or 1-866-4NASAHQ (462-7247).

*This document is posted on the ITCD Web site at:
<http://itcd.hq.nasa.gov/instructions.html>*